

Official Personnel Folder

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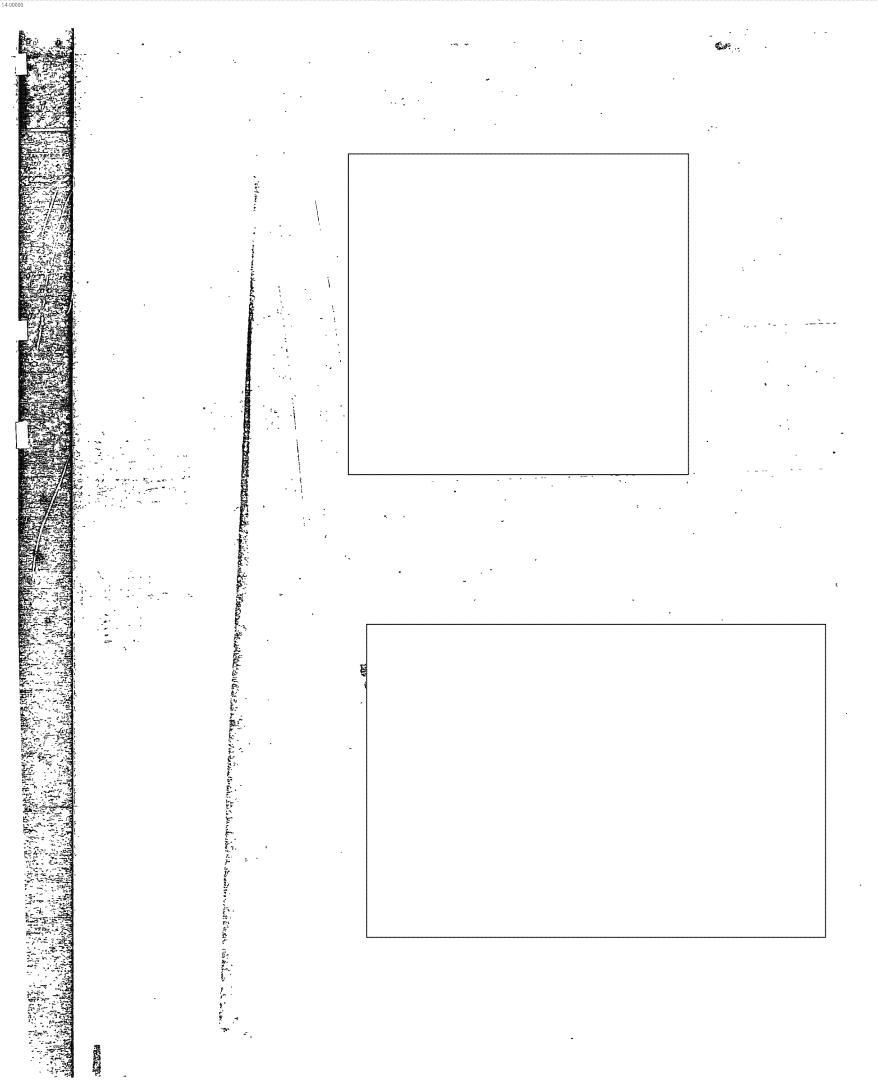
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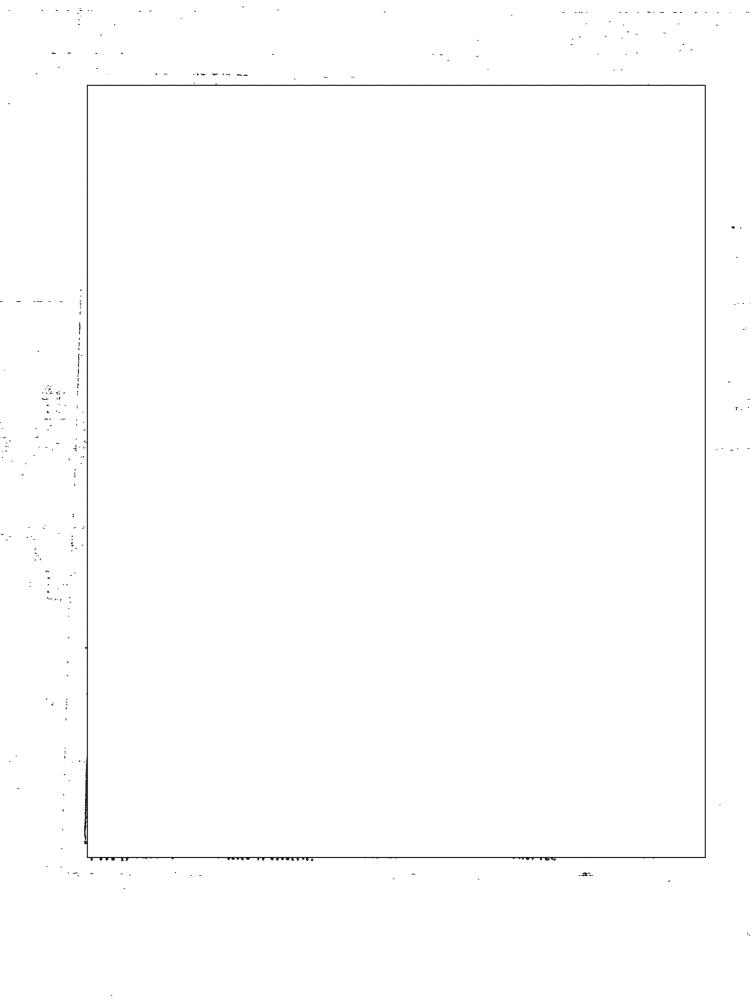


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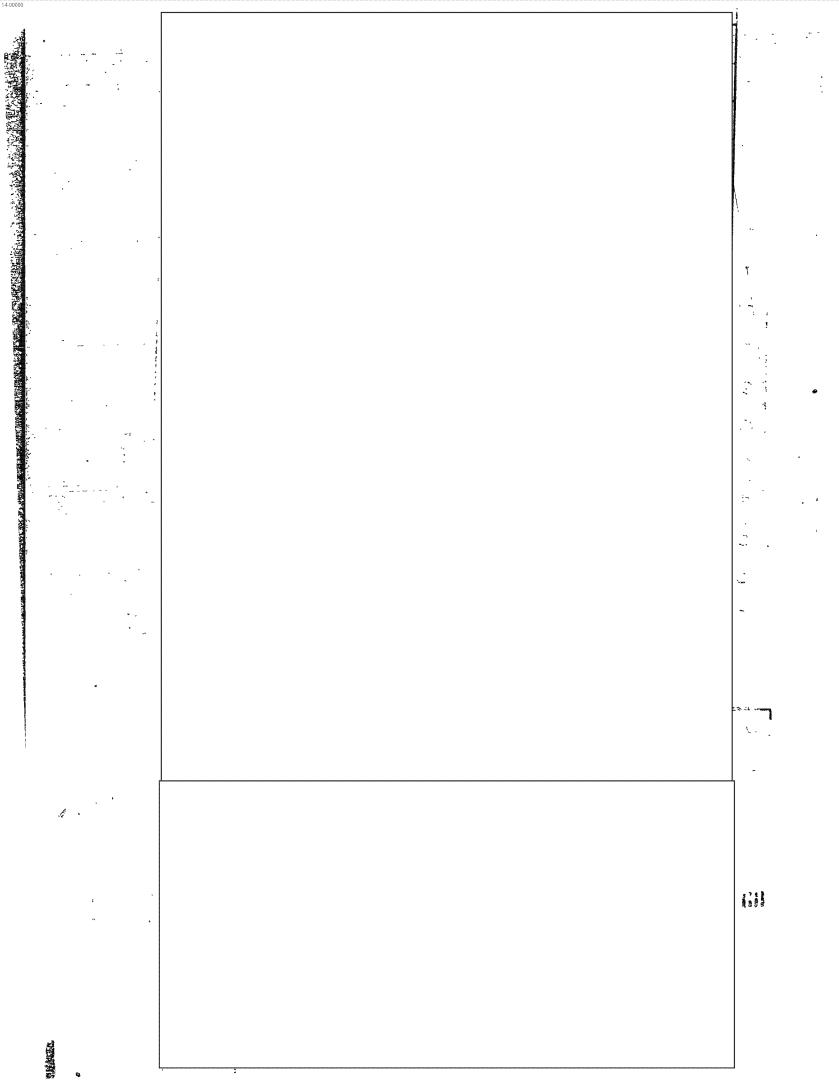
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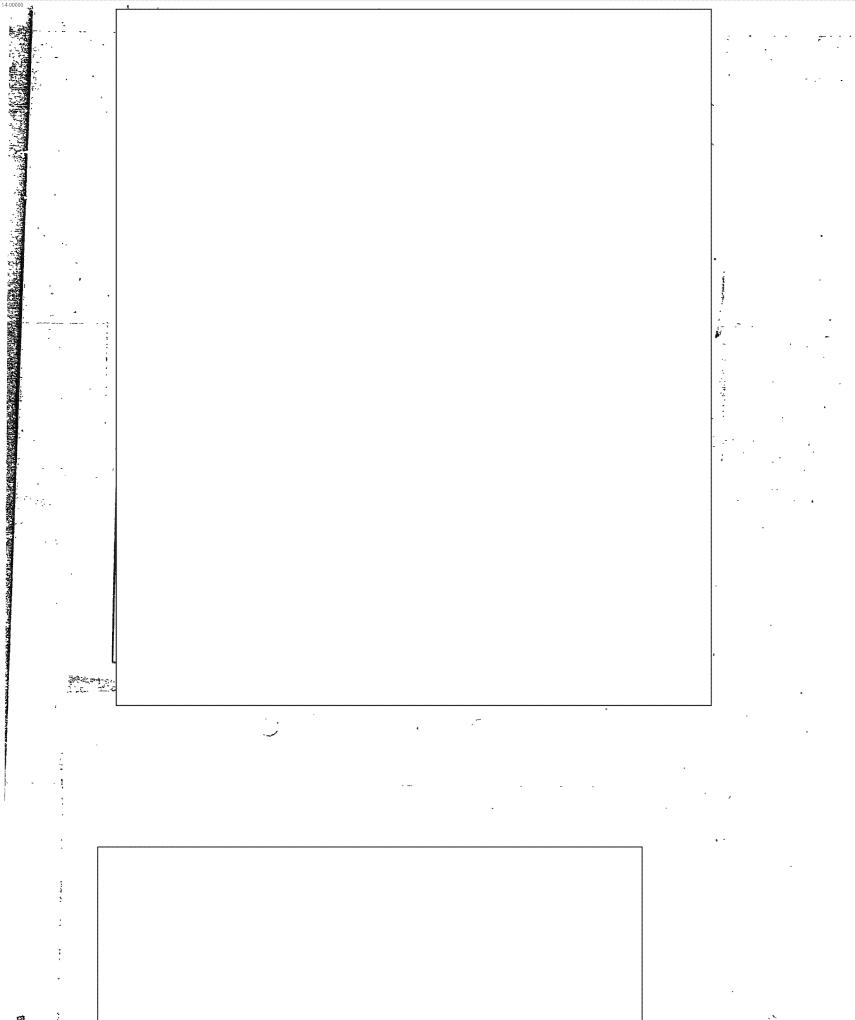
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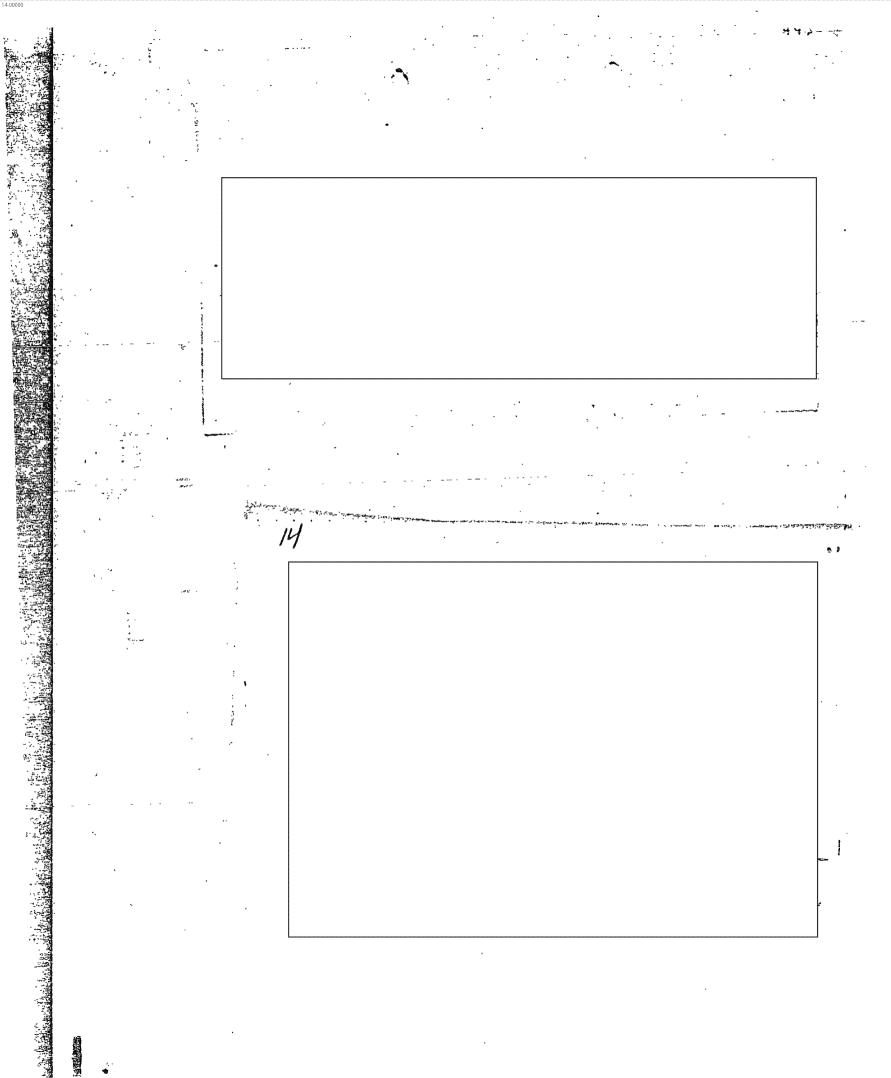
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ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE

GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

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GRADE -	1	2	3	4	5	6	7	8	9	10
GS- 1	\$3,385	\$3,500	\$3,615	\$3,730	\$3,845	\$3,960			\$4,305	\$4,420
GS- 2	3,680	3,805		4.055	4,180	4,305	4,430		4,680	4,805
GS- 3	4,005	4,140	4,275	4,410	4,545	4,680	4,815	4,950	5,085	5,220
GS- 4	4,480	4,630	4,780	4,930	5,080	5,230	5,380	5,530	5,680	5,830
GS- 5	5,000	5,165	5,330	5,495	5,660	5.825	5,990	6,155	6,320	6,485
GS- 6	5,505	5,690	5,875	6,060	6,245	6,430	8,615	6,800	6,985	7,170
GS- 7	6,050	6,250	6,450	6,650	6,850	7,050	7,250	7,450	7,650	7,850
GS-8	6,630	6,850	7,070	7,290	7,510	7,730	7,950	8,170	8,390	8,610
GS- 9	7,220	7,465	7,710	7,955	8,200	8,445	8.690	8,935	9,180	9,425
GS-10	7,900	8,170	8,440	8,710	8,980	9,250	9,520		10,060	
GS-11	8,650	8,945	9.240	9,535	9.830	10.125	10.420	10,715	11,010	11,305
GS-12	10,250	10,605	10,960	11,315	11.670	12.025	12,380	12,735	13,090	13,445
GS-13	12.075	12,495	12,915	13,335	13,755	14,175	14,595	15,015	15,435	15,855
GS-14	14.170	14.660	15.150	15.640	16.130	16.620	17.110	17,600	18,090	18,580
GS-15	16.460	17.030	17.600	18.170	18.740	19.310	19.880	20,450	21,020	21,590
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29 MAR 63 NOTIFICATION OF PERSONNEL ACTION OOF DOP/WH BRANCH 3 MEXICO CITY, MEXICO STATION MEXICO CITY, MEXICO IL POSITION TITLE 13. SERVICE DESIGNATION CONSULAR OF, CONSUL WE 0418 D. 17 SALAN OF MATE 14 CLASSIFICATION SCHEDULE (CS. 14. on.) TE GRADE AND STEP 04 0 14 2 0136.01 13270 64700 10 WH 45075 27 VICIAL REFERENCE ATAG TRIMEBELISS GE 29. MTE E1714ES 31. SEPARATION SAIA CODE 33 SECURITY. 34. SER 32 CORRECTION/CANCELLATION DATA 35 VET PREFERENCE 36. SERV. COMP DATE 37 LONG COMP DATE 49. SGCIÁL SECÉRITY NO. FESLI / HEALTH INSURANCE O WAITES PRENIOUS CONFUNCTO TERÁICE DATA Q LEAVE CAT Q. (00£ 2 50 PREVIOUS SERVICE TORM STECHIES CODE S - BARTH IN REMAINS THOUS THEN I ARE I S - BARTH IN REMAINS CAPT AND I ARE I S - AC ROSE IN REMAINS SIGNATURE OR OTHER AUTHENTICATION POSTED SECRET

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SECRET -FITNESS REPORT 055495

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Section C (Continued)

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EV-2 ONLY FITNESS REPORT 055495

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Pre 1963 Fetness Rts

Post 1966 Training



DEPARTMENT OF STATE FOREIGN SERVICE INSTITUTE WASHINGTON

June 28, 1966

Priday we received your grade from the United States Department of Agriculture Graduate School in Modern Supervisory Practice.

We wish to congratulate you on making an A+ in the course. To my knowledge, this is the limit A+ received in any correspondence study course to be taken by Department personnel.

We trust that the course will be useful to you--and again congratulations.

Sincerely,

Evert T. Little :

Chief

Extension Training Division

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THE STATE

ANTIR TOAN EMBASSY NEXICO, D. F.

June 3, 1965

EMPASSY MEMORANDUM

TO : All FSOs, FSSs and FSRs in Mixico City

FROM . : Ralph Scarritt, Administrative Officer

SUBJECT: FOREIGN SERVICE INSTITUTE: Correspondence Course in Modern Supervisory Practice, Number 2050

REF. : CA-12771 deted May 28, 1965

Following is the text of the referenced communication:

The Extension Training Division of the Foreign Service Institute is offering for the first time a correspondence course MODERN SUPERVISORY PRACTICAL.

The course is recommended for supervisors at all levels. It has been developed by W. R. Ven Lerual, N.A. Derg and J. B. Rogers of the United States Department of Agriculture Graduate School. Dr. Van Dersal is a regular lecturer and discussion leader for management classes at the Foreign Service Institute and is nightly recommended by FSI as a valued contributor to their programs and have the latest and ideal and the contributor to their programs and the service of the service and the servi

The authors have conducted supervisory training all over the United States for thousands of employees. They are experienced with the Correspondence method.

The average student will devote a total of 160: ... to the course, which consists of 16 units and for which 2 credits are given. The course should be completed within twelve months of receipt of the first lesson.

The follow g is quoted from the course brochure, giving brief contents of each unit:

- "1. WORKING WITH PROPIE. India Principles.
- ORGANIZATION. The organization chart. Supervisory ratios. Span of control. Line and staff. Handling rapid expansion. Basic principles. How to judge a good organization.
- COMMUNICATIVE I. Conferences: Lamining and uses.
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4. COMMUNICATIONS

- 4. COMMUNICATIONS 2. Formal and informal communication channels. The grapevine. How to read better and faster. How to write more effectively. Testing your own writing.
- MOTIVATION. Basic principles. Drives, motives, and incentives. Selecting responses to reinforce. The pattern of successful motivation. Testing effectiveness of programs.
- 6. SUPERVISION--RASIC PRINCIPLES FOR LINE OPERATORS AND MANAGERS. Inducting new employees. Seven principles of supervision. The Scanlon Plan. Using authority constructively. Praise versus punishment.
- 7. GENERAL PRINCIPLES FOR STAFF OPERATORS. Staff functions.
 Line-staff relationships. Gaining acceptance. Getting
 the most value from staff officers. Effective
 consulting.
- 8. SUPERVISORY TECHNIQUES. Handling problem employees. What to do when personal problems affect work.
- 9. TRAINING. Training responsibilities of supervisors. How to plan training programs. Training new employees. The supervisor's own career development program. Handling training during rapid expansion. Justifying training time.
- PARTICIPATION. When and how to use participation in planning and decision making. Setting guideposts and limits.
- 11. THE DECISION MAKING PROCESS. Eight steps to better decisions. Decisions making as a learned skill. How to train yourself to make better decisions.
- 12. WORKLOAD AND ITS RELATION TO STAFFING. Workload analyses. Work plans. Short and long term schedules. Work-improvement studies. Staffing patterns and workload.
- PLANNING, SCHEDULING, ORGANIZING. Easic principles. Steps in planning. Making and using schedules. Evaluation for better time-use.
- 14. QUALITY AND QUANTITY CONTROL-INCLUDING INSPECTIONS.

 Purpose and importance. Theories. How standards control function. Constructive inspection.
- 15. BOOK REVIEW AND ANALYSIS. To help student integrate thinking and develop an independent approach.

16. SOLVING PROBLEM CASES. Student pulls together all he has learned in the course and uses it in solving a job problem.

The course will be offered on a first come, first served basis. It is hoped that a number of applications will be received in time for enrollment during June.

Stweents who fail, receive an incomplete, or withdraw from this course for other than officially approved reasons will be expected to reimburse FSI for the course cost of \$58.00. If a student fails to complete the course for official reasons, no record is sent to his Personnel File. If he fails to complete the course for other than official and approved reasons and reimburses FSI for the costs of his course, no record is sent to his Personnel File. However a record of "incomplete" or "failure" is sent to his file if he drops or fails the course for reasons not approved and fails to reimburse PSI. This record is then taken into consideration if training is requested at a later date.

All interested officers are requested to submit their applications to the Department on form DG-1131 Field Training Application in accordance with the instructions set forth in 2 FAM 551, 552.

Further information on the course may be obtained by writing to a the Extension Training Division, Foreign Service Institute, Department of State, Washington, D. C. 20520.

MOTE: Application forms may be obtained in the Personnel Office.

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June 3, 1965

EMBASSY MEMORANIUM

TO :- All FSOs, FSSs and FSRs in Maxico City

FROM : Ralph Scarritt, Administrative Officer

SUBJECT: FOREIGH SERVICE EXCHICUTE: Correspondence Course in Modern

Supervisory Practice, Number 2050.

REF. : CA-12771 detcd %2; 28, 1965

Following is the text of the referenced communication:

The Extension Training Division of the Foreign Service Institute is offering for the first time a correspondence course MODERN SUPERVISORY PRACTICE.

The course is recommended for supervisors at all levels. It has been developed by W. R. Ven Lersal, N.A. Darg and J. B. Rogers of the United States Department of Agriculture Graduate School. Dr. Van Lersal is a regular lecturer and discussion leader for management classes at the Foreign Service Institute and is highly recommended by FSI as a valued contributor to their programs and the programs and the service Last the service in their programs and the service in the

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- 4. CONMUNICATIONS 2. Formal and informal communication channels. The grapevine. How to read better and factor. How to write more effectively. Testing your own writing.
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 The supervisor's own career development program.

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- PARTICIPATION. When and how to use participation in planning and decision making. Setting guideposts and limits.
- 11. THE DECISION MAKING PROCESS. Eight steps to better decisions. Decisions making as a learned skill. How to train yourself to make better decisions.
- WORKLOAD AND ITS RELATION TO STAFFING. Workload analyses. Work plans. Short and long term schedules. Work-improvement studies. Staffing patterns and workload.
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 Steps in planning. Making and using schedules.
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Further information on the course may be obtained by writing to . the Extension Training Division, Foreign Service Institute, Department of State, Washington, D. C. 20520.

NOTE: Application forms may be obtained in the Personnel Office.

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11.	INDICATE THE NAMER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU!
	Daughter 12 Total dependents - 4
114.	. INDICATE ANY CHANGE IN YOUR PERSONAL OR FAMILY SITUATION WHICH SHOULD BE CONSIDERED IN DETERMINING YOUR HEXT
	Children are all of school age. In case of transfer, would prefer assignment to
-	Station having good schools.
12.	SIGNATURE: COMPLETE LIEW NO. 5-1. TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM.
13.	TO BE COMPLETED BY SUPERVISOR AT FIELD STATION IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR HERT
	ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS MEXT ASSIGNMENT AND TRAINING:
13.	TO BE COMPLETE ITEM NO. 5-2. TRANSMITTAL SHEET. TO INDICATE COMPLETION OF THIS PORTION OF THE FORM. TO BE COMPLETED BY APPROPRIATE CAREER SERVICE OFFICER OF PERSONNEL OFFICER AT MEADQUARTERS IN-CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE COMPONENT TO WHICH HE IS CURRENTLY ASSIGNED. INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING: WH Division recommends that return for a second tour of duty in Mexico City following home leave in the summer of 1965.
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	FOR USE OF CAREER SERVICE EMPLOYEE NAS NAS NOT BEEN NOTIFIED OF PLANNED IS. REFERENCE
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IMPORTANT

Contral Processing Branch has been charged with responsibility (OPM 20-6-1 dated 12 October 1961) for ensuring that all employees processing PCS to the field have reviewed the field version of the Employee Conduct Bandbook. You will not be checked out for your proposed travel until you sign the following statement and return it to CPB. Your Personnel Officer can provide you with a copy of the Bandbook.

MEMORANDUM OF ULDERSTANDING

I hereby acknowledge that I have read and understand the contents of Field Handbook 20-4, Employee Conduct, dated 30 July 1962.

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Form 1535 Obsolete Previous Edition

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EST FOR RECORDS OR INFO MAT DATE OF REQUEST TELEPHONE REO PERSONNEL RECORDS CENTER, TOPA 111 Winnebago Street DATE OF BIR St. Louis. NO 63118 CAUTION: SOCIAL SECURITY NUMBER requirements per instructions in NPRC-1867,45, PREVIOUS FEDERAL EMPLOYMENT AGENCY AND BUREAU LOCATION GSA FIRM 6895 "4FV. 2 (77) GENERAL SERVICES ADMINISTRATION PERSONNEL FILES SECTION, DEPARTMENT OF STATE.

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DEPARTMENT OF STATE

Washington, D.C. 20520

March 9, 1973

The Honorable William P. Rogers The Secretary of State Department of State Washington, D.C. 20520

Dear Mr. Secretary:

Sincerely,	

ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE

FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

TO COMPLETE THIS FORM-

FOLLOW THESE GENERAL INSTRUCTIONS:

- Read the back of the "Duplicate" carefully before you fill in the form.
 Fill in BOTH COPIES of the form. Type or use ink.

2	Do not detach any par FILL IN THE IDENTIFYING I		ose print or type).
3	MARK AN. "X" IN ONE OF Mark here if you WANT BOTH optional and regular insurance (A)	ELECTION OF OPTIONAL (IN I elect the \$10,000 additional from my salary, compensation	OT mark more than one): ADDITION TO REGULAR) INSURANCE optional insurance and authorize the required deductions , or annuity to pay the full cost of the optional insurance, addition to my regular insurance.
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	Mark here If you WANT NEITHER regular nor optional insurance (C)	Insurance Program 1 understal surance until at least 1 year at I apply for insurance I am unde	I waive coverage under the Federal Employees Group Life and that I cannot cancel this waiver and obtain regular inter the effective date of this waiver and unless at the time er age 50 and present satisfactory medical evidence of in that I country move in later have the \$10,000 additional
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Standard Farm No. 34 Reviewd April 1934 B. S. Civil Dervice Commission. F. P. 34. Chapter Xt 54 103

DESIGNATION OF BENEFICIAR ** FEDERAL EMPLOYEES' GROUP LIFE INSURANCE ACT OF 1954

IMPORTANT

Read instructions
on back of duplicate
before filling in this form

INFORMATION CONCERNING THE INSURED:

USE REVERSE BIDE OF DIFFLICATE COFF FOR INCTRICTIONS ON WHERE TO FILE TWINE PUBLS.

DO NOT FILE WITH THE OFFICE OF FLUEFAL EMPLOIDS T GROUP LIFE INSURANCE.

ADMARINE THE CO.

INDORTANT.—The filing of this form will completely cancel any Designation of Beneficiary under the Federal Employees' Group Life Insurance Act you may have previously filed. Be sure to name in this form all persons you wish to designate as beneficiaries of any group life and accidental death insurance payable under that act at your death.

EXAMPLES OF DESIGNATIONS

HOW TO DESIGNATE ONE BENEFICIARY

Type or print first name, middle initial, and last name		Balatlanakin	Share to be paid to	
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DESIGNATION OF BENEFICIARY

UNPAID COMPENSATION OF DECEASED CIVILIAN EMPLOYEE

IMPORTANT

Read Instructions on back of duplicate before filling in this form

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IMPORTANT.—The filing of this form will completely cancel any designation you may have previously filed. Be aura to name in this form all persons you wish to designate as beneficiaries of any anywid compensation payable at your death.

EXAMPLES OF DESIGNATIONS

HOW TO DESIGNATE ONE BENEFICIARY

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DESIGNATION OF BENEFICIARY FEDERAL EMPLOYEES' GROUP LIFE INSURANCE ACT OF 1954

IMPORTANT

Read instructions on back of duplicate before filling in this form

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IMPORTANT.—The filing of this form will completely cancel any Designation of Beneficiary under the Federal Employees' Group Life Insurance Act you may have previously filed. Be sure to name in this form all persons you wish 40 designate as beneficiaries of any group life and accidental death insurance payable under that act at your death.

EXAMPLES OF DESIGNATIONS

HOW TO DESIGNATE ONE BENEFICIARY

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid each beneficiar

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APPOINTMENT AFFIDAVITS

IMPORTANT.—Before	swearing or	affirming t	o these	appointment	affidavits,	you should	f read a	and understand
		the attach	ed infor	mation for a	ppointee		•	· .

First Secretary and Consul (Position to which appointed)	November 20, 1970
A. OATH OF OFFICE	
tic; that I will bear true faith and allegiance to the	e United States against all enemies, foreign and domessame; that I take this obligation freely, without any will well and faithfully discharge the duties of the office it.
B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND A	
I am not a Communist or Fascist. I do not a nization that advocates the overthrow of the consti or which seeks by force or violence to deny other pe States. I do further swear (or affirm) that I will	dvocate nor am I knowingly a member of any orga- tutional form of the Government of the United States, rsons their rights under the Constitution of the United not so advocate, nor will I knowingly become a mem- an employee of the Federal Government or any agency
C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERA	AL GOVERNMENT
thereof, and I will not so participate while an empagency thereof. I do not and will not assert the rig States or any agency thereof while an employee of the of. I do further swear (or affirm) that I am not knemployees that asserts the right to strike against the	the Government of the United States or any agency loyee of the Government of the United States or any get to strike against the Government of the United Government of the United States or any agency there-towingly a member of an organization of Government Government of the United States or any agency thereof of the United States or any agency thereof of the United States or any agency thereof, knowingly
D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFI	ICE
I have not, nor has anyone acting in my behalf, for or in expectation or hope of receiving assistance	given, transferred, promised or paid any consideration in securing this appointment.
Subscribed and sworn (or affirmed) before me th	
(City)	
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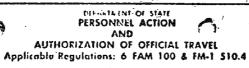
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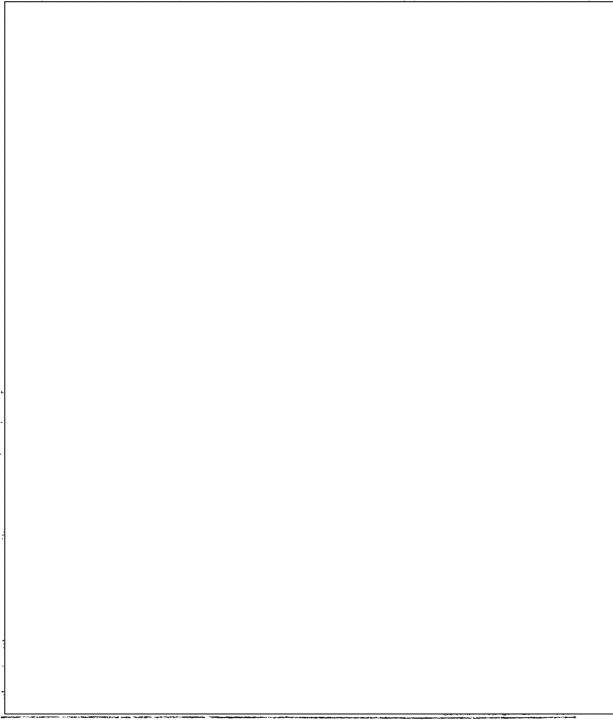
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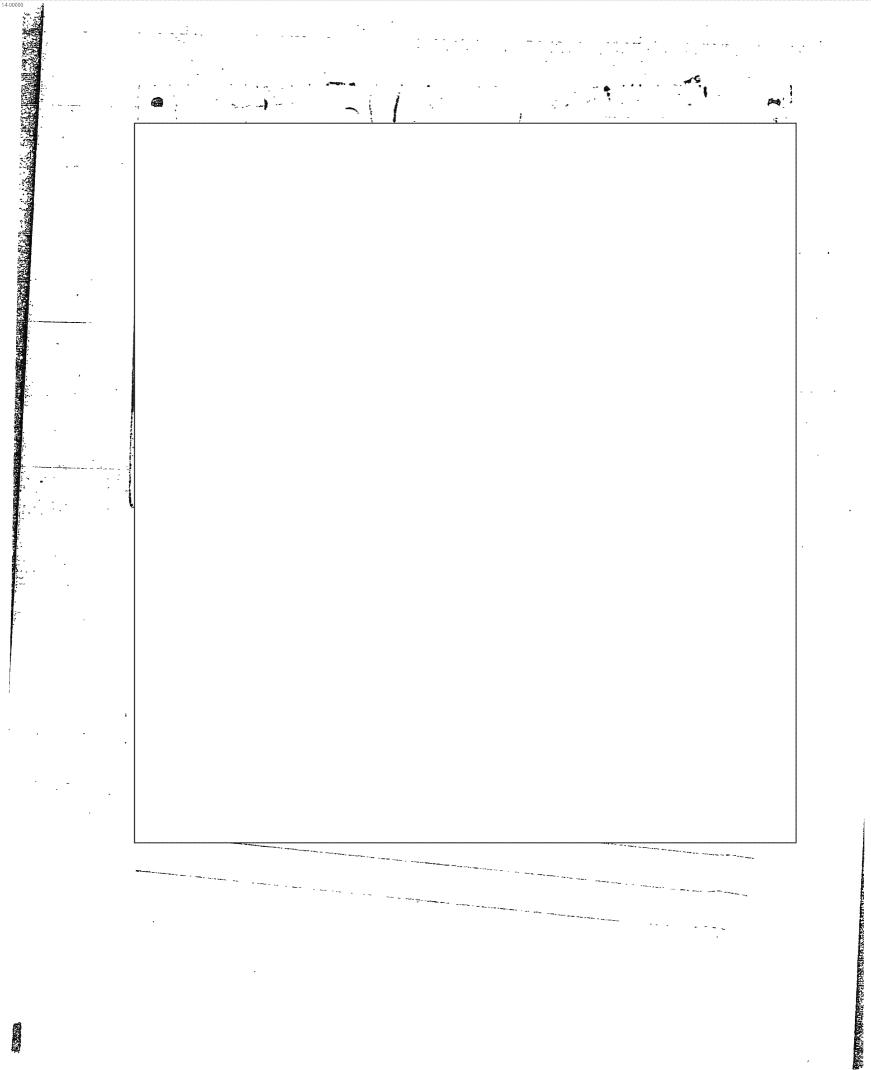


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FERSONNEL ACTION
AND
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Applicable Regulations: 6 FAM 100 & FM-1 510.4

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CIVIL OFFICER APPOINTMENT AFFIDAVITS

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OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I knowingly a member of any organization that advocates the overthrow of the constitutional form of the Government of the United States, or which seeks by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) that I will not so advocate, nor will I knowingly become a member of such organization during the period that I am an employee of the Federal Government or any agency thereof.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof. I do not and will not assert the right to strike against the Government of the United States or any agency thereof while an employee of the Government of the United States or any agency thereof. I do further swear (or affirm) that I am not knowingly a member of an organization of Government employees that asserts the right to strike against the Government of the United States or any agency thereof and I will not, while an employee of the Government of the United States or any agency thereof, knowingly become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing such appointment.

NOTE.—The eath of office must be administered by a person specified in 5 U.S.C. 18, or by a person designated to administer oaths under Section 208, Act of June 26, 1943, 5 U.S.C. Ioa. by a Notary Public, the date of expiration of his commission should be shown.

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" NOTIFICATION OF PERSONNEL ACTION

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CIVIL OFFICER APPOINTMENT AFFIDAVITS

(As defined in 5 USC 21s and 21b)

do solemnly swear (or affirm) that

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NOTIFICATION OF PERSONNEL ACTION

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NOTIFICATION OF SECURITY CLEARANCE UNDER E.O. 10450

TO:	Director, Office of Attn: Mr. John Ord		Date: F	ebruary 1, 1	963
SUBJECT:					
_ x /	of this notification				
	EMPLOYER.				·
The	igative requirements of Executive Order 10450 have been complied been determined that the employment or retention in employment of clearly consistent with the interests of mational security.				
" Inves	of this notification, this clearance must be revalidated by the Office of Security. EMPLOYEE. se of above-named person has been reviewed in the Office of Security. igative requirements of Executive Order 10450 have been complied been determined that the employment or retention in employment of				
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1-14/63 STANDARD FORM 37 REVISED MARCH 1861 U.S. CIVE SERVICE COMMISSION APPLICATION FOR FEDERAL EMPLOYMENT 1 Aird of position applied for, or name of examination Anneumement No DO NOT WRITE IN THIS BLOCK

PLEASE SE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 19 19 EXPERIENCE (Mart with your PRIMAL position and work back)

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 57-A OR BLANK SHEETS

SEE INSTRUCTION SHEET

DESCRIPTION OF THE PROPERTY OF THE PARTY OF

10 SPECIAL QUALIFICATIONS AND SKILLS

A. Kind of License or Certificate (For example, pilot, teacher, organizered mirro, lauxer, radio operator, C.P.A., etc.)	B State or other beening authority	C Year of first license or certificate	D Year of latest la-
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Γ,	DATE OF ENFLOTMENT (MODELL FORF) EXACT TITLE OF YOUR POSITION		1
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ļ	ANSWER ALL QUISTIONS BY PLACING "X" IN PROPER COLUMN	115	20
2	5. Are you a citifen of the United States of America"	X.	Ţ.
2	Are you non, or have you ever been, a member of the Communist Party, U.S.A., the Communist Political Association, the Young Communist League, or any Communist organization?		x
3	7. Are you now or have you ever been a member of any fireturn or domestic organization, assistation, movement, group, or combination of persons which is totalization, favorat, Communist, or subsersive, or which has adopted, or shows, a policy of advisating or approving the commission of arts of force or violence to items other pressons their gipts under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional meters.		X
	If your univer to 26 and/or 2" above is "Yes," state on a separate sheet attached to and made a part of this application the names of all such organizations, associations, movements, groups or combination of persons and date of membership. (see complete details of your activities therein and made any explanation you drive regarding your membership or activities. (See Instruction Sheet.)		
21	Have you any physical handicap, chronic disease, or other disability?		X
	. Have you ever had a nervous breakdowe?		X
	Have you ever had tuberculosis?		X
	If your answer to 28, 29, or 50 above is "Ves," give details in them 39.		
31	Have you give been batted by the U.S. Civil Service Commission from taking examinations of accepting civil service appointment? [1] your answer is "Yes," give dates of and reasons for such debarment in liem 49.3		x
52	Does the United States Givenment employ in a civilian capacity any relative of yours (by blood or marriage) with whom you live of lave lived within the past 24 months! If your answer is "Yes," give in Item 10 for P 4(11 such relative (1) full name; (2) present address; (3) relationship; (4) department or agree; by which employed, and (3) kind of appointment.		X.
33.	Do you receive or have you applied for an annuity from the United States or District of Columbia Government under any retirement act or any pension or other compensation for military or naval service! If your uniter it "Yes," give details in Item 49.	-	X
34.	Are you an official or employee of any State, territory, county, or municipality?		X .
35.	Have you ever been discharged (fired) from employment for any teason?		4
36	. Have you ever resigned (quit) after being informed that your employer intended to discharge (fire) you for any reason?		
	If your answer to 33 or 36 above is "Yes," give details in Item 39. Show the name and address of employer, approximate date, and reason, in each case. This information should agree with statements made in Item 19-1 spersence.		
	Have you ever been arrested, taken into custody, held for investigation or questioning, or charged by any law enforcement authority? (You may omit: (1) Traffic violations for which you raid a fine of \$50.00 or less, and (2) anything that happened before your loth birthday. All other incidents must be included, even though they were dismissed or you merely tortested collateral.)		x
38.	While in the military service were you ever arrested for an offense which resulted in a trial by deck court or by summary, special, or general court marstal?		X

FRACT TITLE OF YOUR POSITION

If your answer to 37 or 38 is "Yes," give details in liem 39, showing for each incident. (1) date, (4) charge, (3) place, (4) law enforcing arthority or type of court or const-martial, and (5) action taken SPACE FOR DETAILED ANSWERS TO DELICE OF STIONS. Induces com number to which answers appell

ATTENTION: READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION

A false or dishonest answer to any question in this application may be grounds for rating you incligible for Federal employment, or for dismissing you after appointment, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements made in the application are subject to investigation, including a check of your fingerprints, police records, and former employers. All information will be considered in determining your present fitness for Federal employment.

	CERTIFICATION	,	* t
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DEPARTMENT OF STATE CATE OF PROVEST PROUEST FOR PERSONNEL ACTION 04/21/61 BX FS : LV

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14-00000

Washington, D.C. April 20, 1961

The Honorable
The Secretary of State
Washington, D.C.

 Dear	Mr.	Secre tary:

5.15-61

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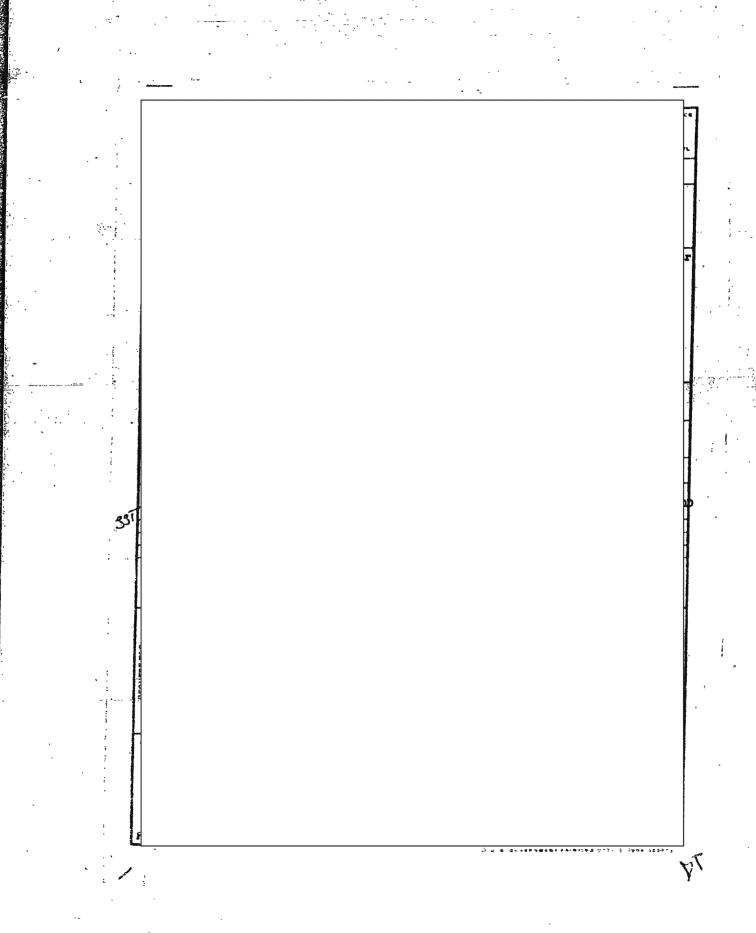
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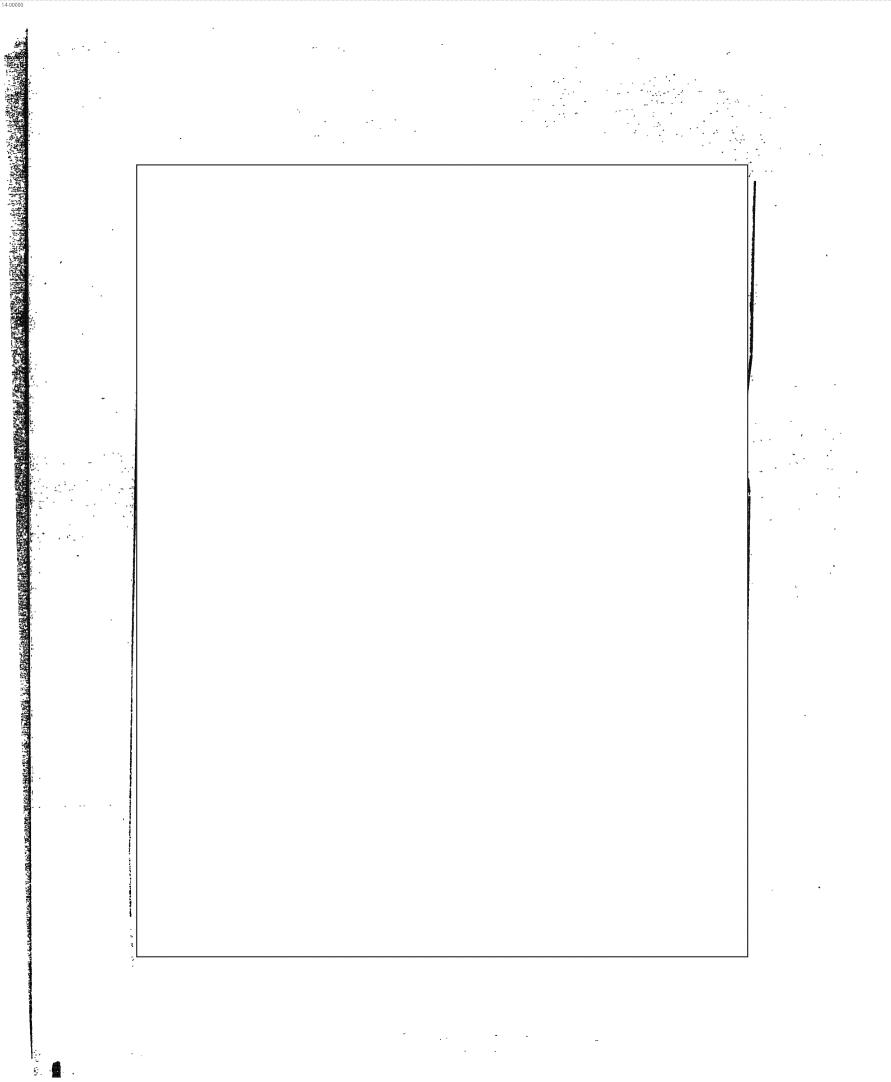
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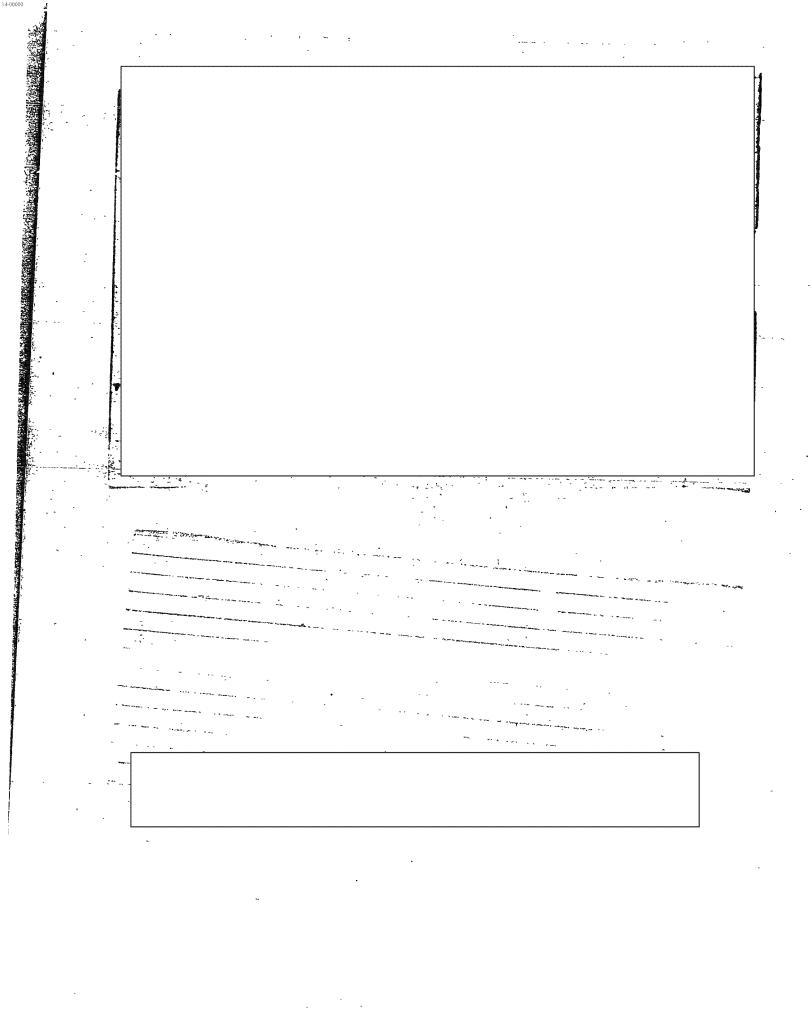
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PERSONNIL FOLDER







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REVISIO MARCH 1988
APPROVED BY
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FFB 10, 1988
U S CIVIL SERVICE COMMISSIO
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CIVIL OFFICER APPOINTMENT AFFIDAVITS

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do solemnly swear (or affirm) that

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.

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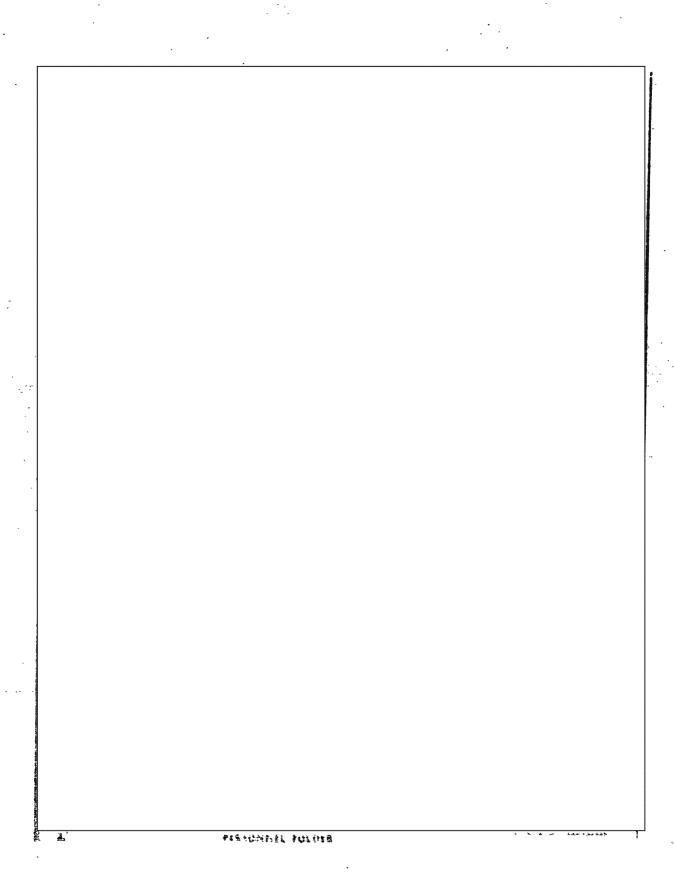
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C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

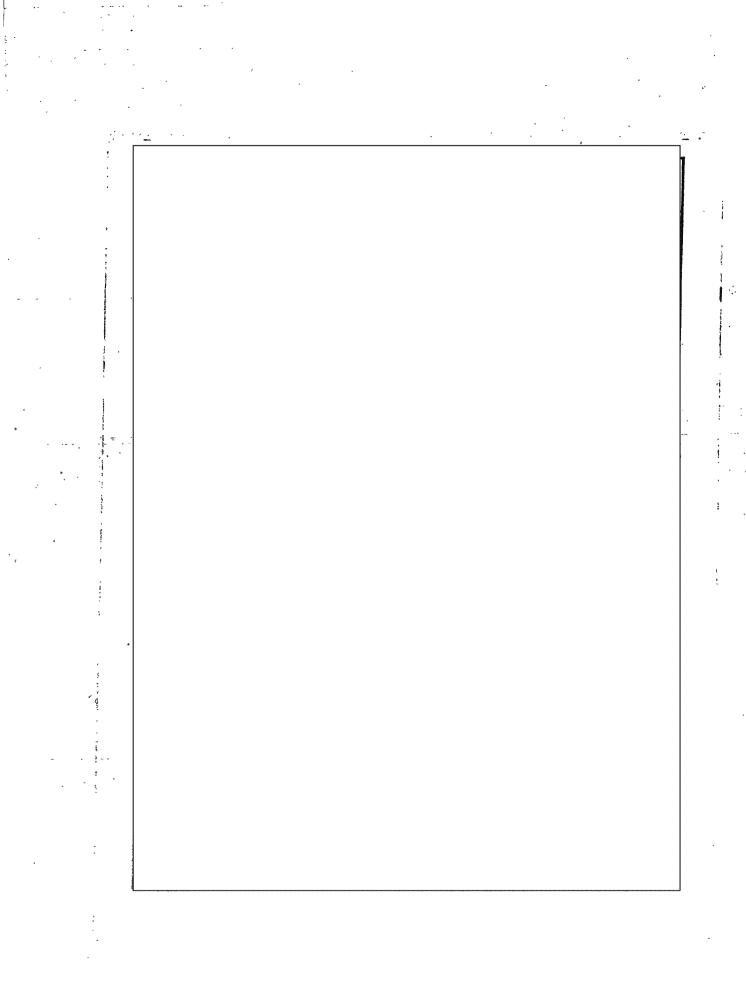
I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof. I do not and will not assert the right to strike against the Government of the United States or any agency thereof while an employee of the Government of the United States or any agency thereof. I do further swear (or affirm) that I am not knowingly a member of an organization of Government employees that asserts the right to strike against the Government of the United States or any agency thereof and I will not, while an employee of the Government of the United States or any agency thereof, knowingly become a member of such an organization.

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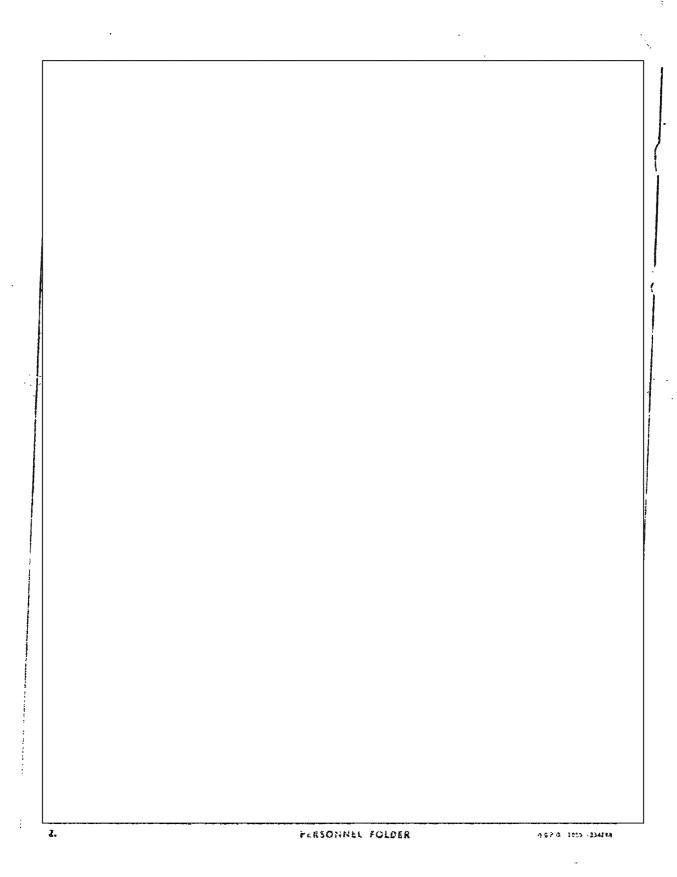
STANDARD FORM \$18

##FILE OF THE RECET
FORM APPROVED BY THE COMP GER. U.S.
JUNE 13, 1910
U.S. CEVIL, MERSICE COMMISSION

CIVIL OFFICER APPOINTMENT AFFIDAVITS

A. OATH OF OFFICE PERSONNEL FILES I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD. B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION I am not a Communist or a Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means, or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government. C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization. D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing such appointment.

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U S CEAL WRITE COMMISSION

CIVIL OFF. JER APPOINTMENT AFFIDAVITS

(As defined in 5 USC 21s and 21b)

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B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or a Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means, or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

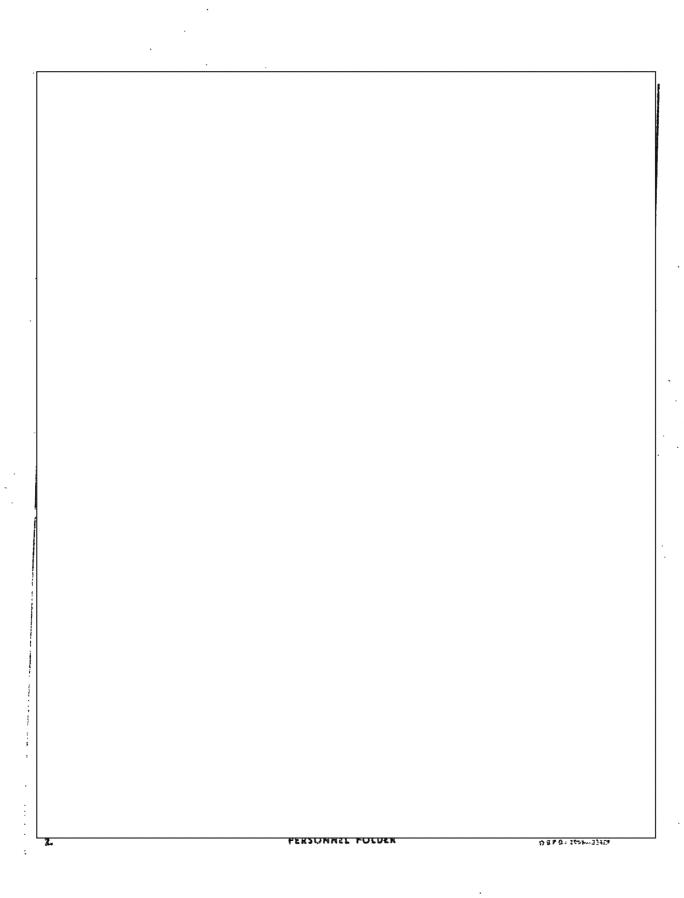
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D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

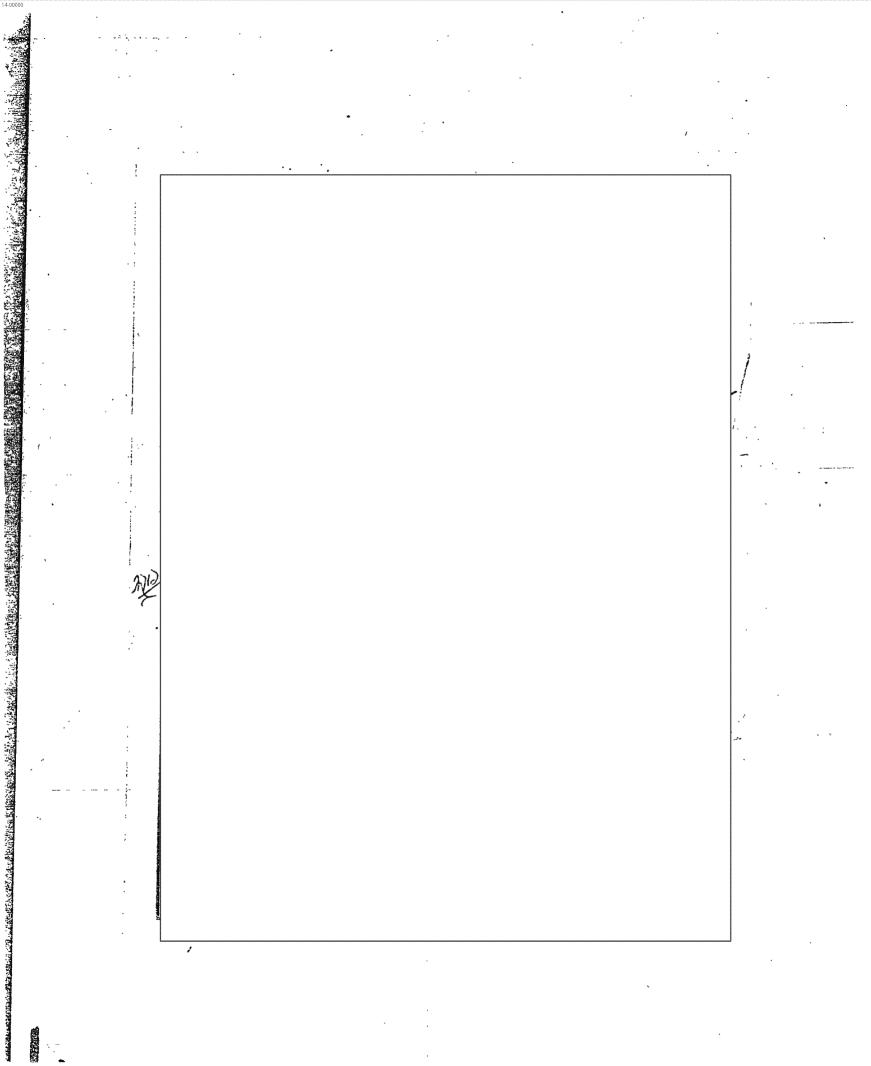
I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing such appointment.

NOTE.—If the onth is taken before a Notary Public, the date of expiration of his commission should be shown.



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JALOLAND FOMM . A PART STATE OF STATE O STATEMENT OF PRIOR FEDERAL C LIAN AND MILITARY SERVICE AND DETERMINATION OF LUMPETITIVE STATUS IMPORTANT: The information on this form will be used (1) in determining creditable service for leave purposes and retention credits for reduction in force, and (2) in recording agency determination of competitive status. The employee should complete Part I and the Personnel Office should complete Parts II through V.

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NOTIFICATION OF SECURITY CLEARANCE UNDER E.O. 10450

TO:	Director, Office of Personnel	DATE: May 7, 1956
,	Attention: Mr. Howard P. Mace	
SUBJECT	?s	
Æ	APPLICART. If subject is not app of this notification, this clears Office of Security.	
	7 EMPLOYEE.	
	e case of above-named person has been	reviewed in the Office of Security
	•	
Invith.	vestigative requirements of Executive	Order 10450 have been complied
<u></u>		•
REMARKS:		
	Investigative reports are attached to the Office of Descrity within 16 of the individuals who have review of this form herewith furnished.	days together with the names
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ATTACIBUTE	75	-

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This memorandum may be considered as GENIMIAL USE ORLY (per Velovidia) of attachments.

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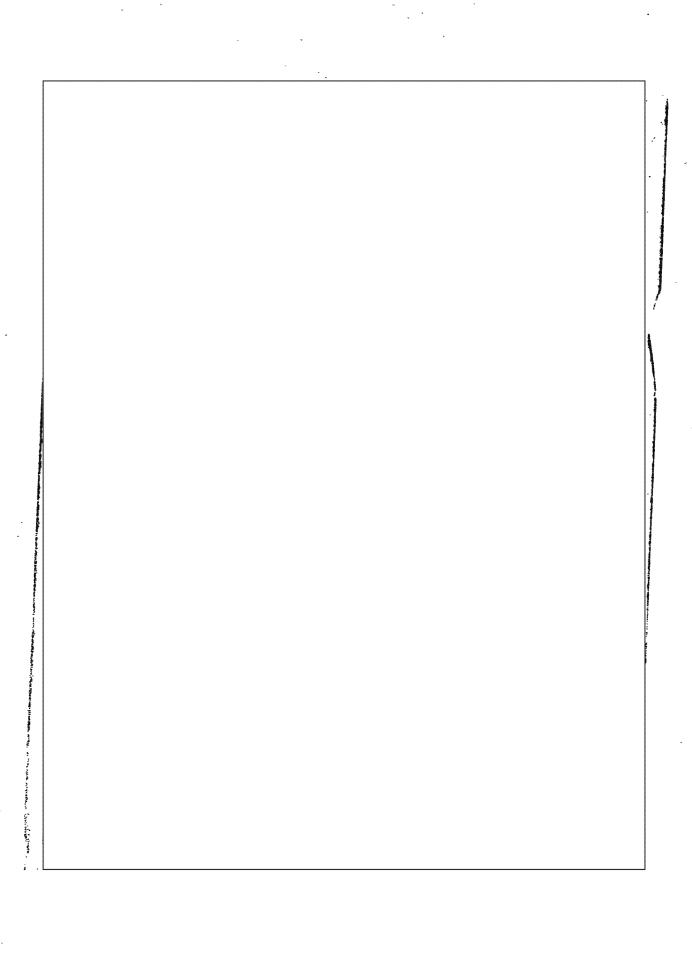
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STANDARD FORM 57 - continuation \$16 5.

September 1943 - Harch 1945 Pfc U. S. Army United States Honorable Discharge

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NOTIFICATION OF SECURITY CLEARANCE UNDER E.O. 10450

	APPLICANT. If subject is not appointed within 90 days of the dat of this notification, this clearance must be revalidated by the Office of Security.
	MPLOYER.
The	case of above-named person has been reviewed in the Office of Securi
Inve	stigative requirements of Executive Order 10450 have been complied
It h	as been determined that the employment or retention in employment of
	s clearly consistent with the interests of national security.
emarks:	
emarks: 7	Investigative reports are attached. Please return these reports to the Office of County within 10 days together with the ownes of the individuals who have reviewed them listed on the extra copy of this form herewith furnished.
emarks: 7	to the Office of Cocumity within 10 days together with the owness of the individuals who have reviewed them listed on the extra copy
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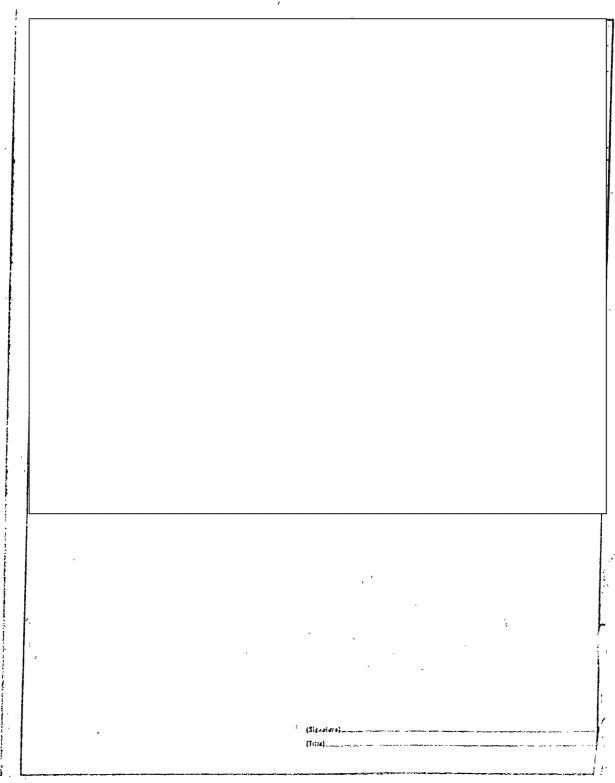
SY: W. L. FRANKLIN

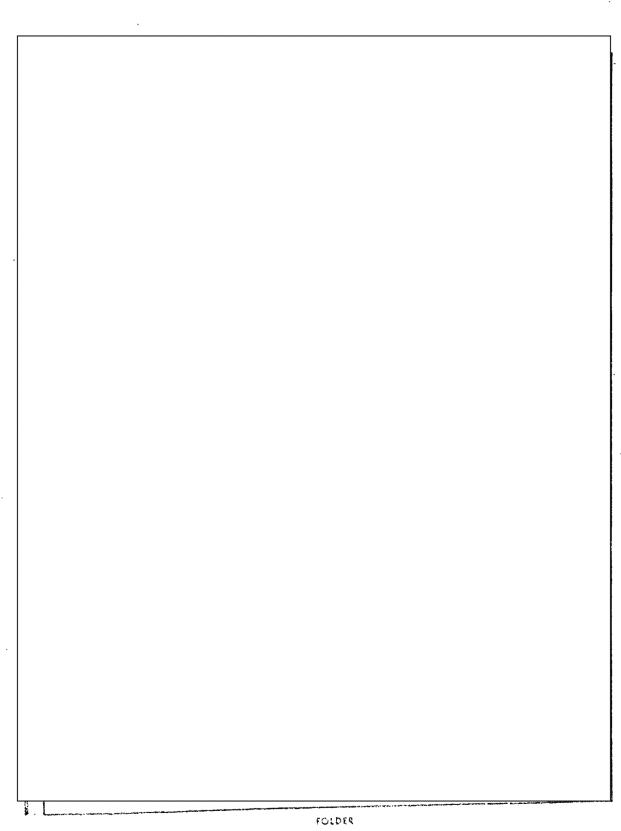
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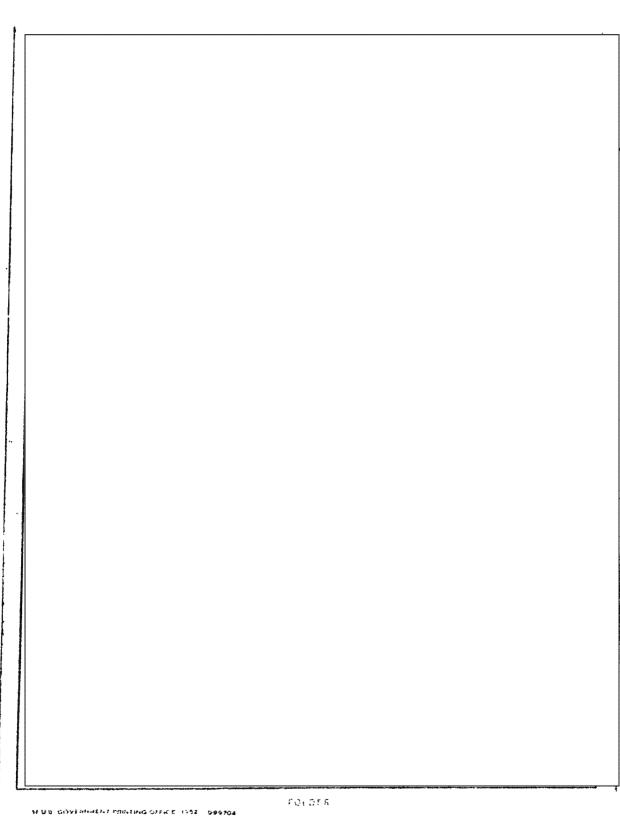
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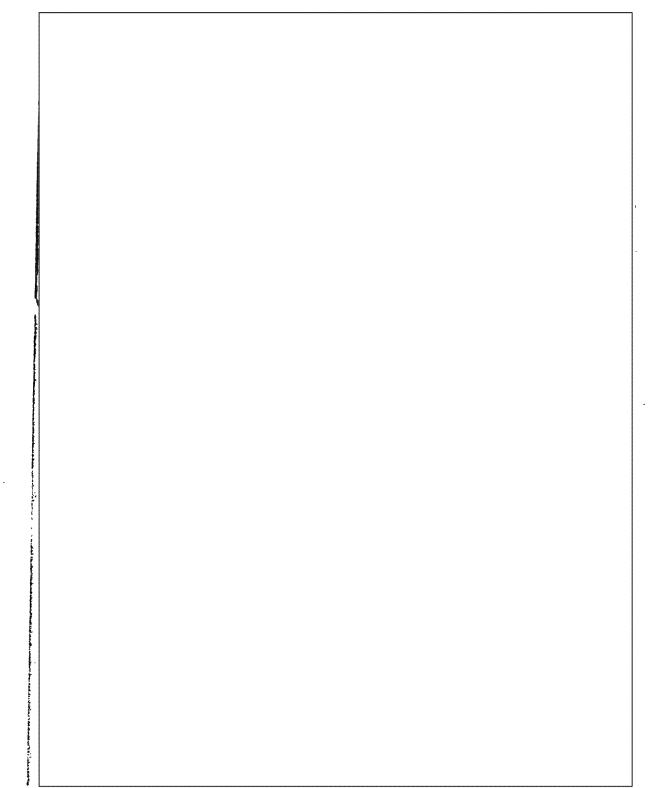
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FORM APPROVED BY THE COMP GEN_U.S.

JUNE 15, 163)
U.S. CPUL SERVICE COMMISSION

F. P. M. CHAPTER AB

CIVIL OFF.CL.. APPOINTMENT AFFIDAVITS

(As defined in 5 USC 21s and 21b)

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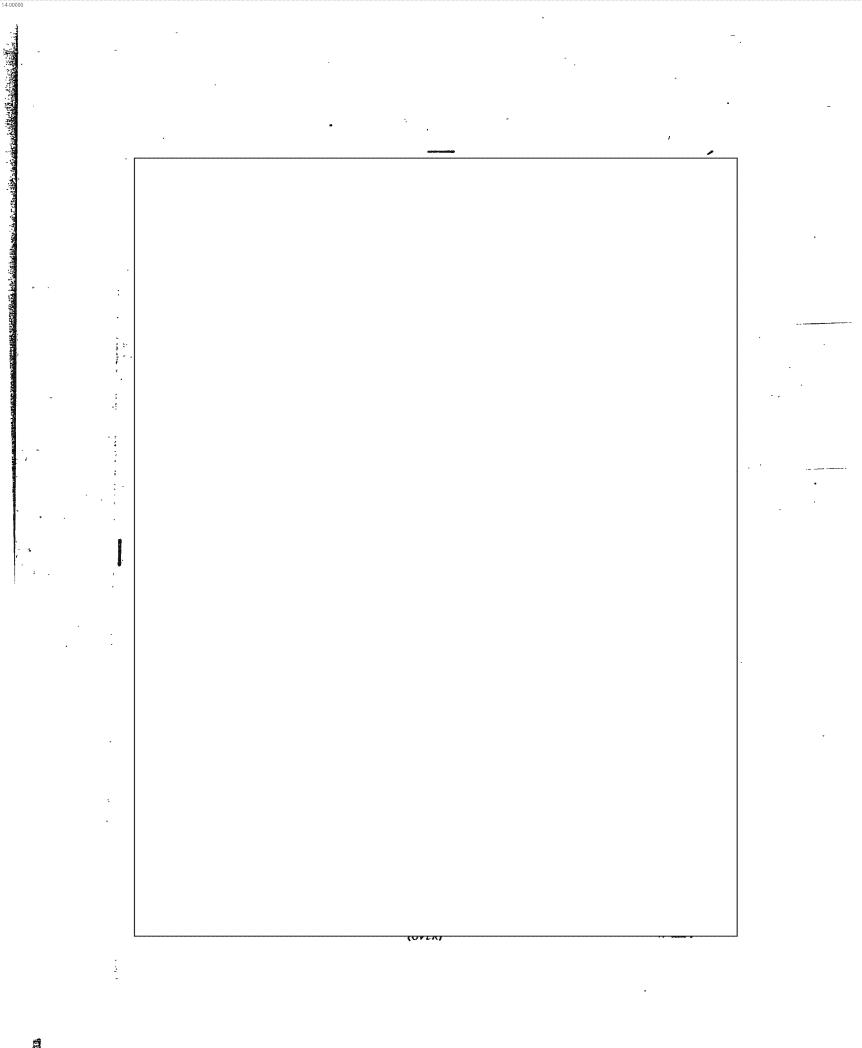
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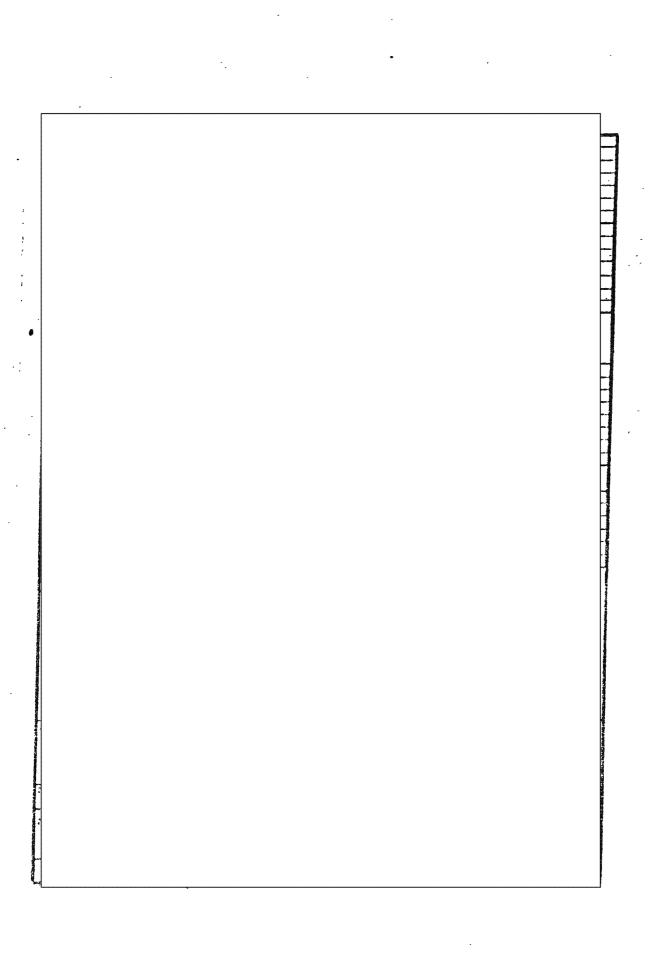


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